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Reports-1
(July - Dec. 59)

Chief, Management Staff

22 October 1959

Chief, Records Management Staff

Weekly Report for Week Ending 21 October 1959

1. Contributions

a. Tangible

(1) Eight offices transferred 436 cu. ft. of inactive records to the Records Center.

(2) Completed three revised forms.

b. Intangible

(1) Prepared a memorandum for the DCI's signature, submitting to General Services Administration our comments on the proposed U. S. Government Correspondence Manual. ✓

2. Assignments - Active

a. Forms

(1) Eight new and thirteen revised forms.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Forms

25X1 [redacted] assured complete cooperation in the DD/P Area in any study we feel necessary to complete this assignment. Accordingly we agreed to revise the forms and to recommend appropriate policy on the dispatch system to him; [redacted] and the CS Records Committee. 25X1

(4) Improved Management of Stocked Forms

We reviewed and approved the newly revised Forms Section of the Supply Catalog.

(5) Expediting Printing of Information Reports.

(6) Courier Receipt and Log Record and Agency Multi-purpose Envelope.

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(7) Improvement of Quality of Information Reports.

b. Shelf Filing

(1) Office of Personnel

25X1 (2) Contact Division [redacted]

(3) Office of Security

(4) Office of Training

25X1 [redacted]

(6) Office of Communications/FBIS Staff

(7) CIA/Map Library

c. Filing Systems

Watch Office

d. Records Control Schedule

(1) Executive Registry

(2) FI Staff

25X1 [redacted]

(4) OCI

e. Special Projects

(1) Revision and Recorder of Overnight Storage Boxes

(2) ED/P Support Records

(3) Predecessor Agency Records

(4) Entrance-on-Duty and Refresher Training Workshop in Filing

Forty Agency employees scheduled to attend first workshop.

(5) Physical Consolidation of Vital Materials and Record Center

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25X1

(7) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.

(8) Records of President's Advisory Committee on Political Refugees

FDR Library did not have these records and did not know where they were located. Our search continues.

(9) Records Management Survey of OL/RECD

Completed inventory of records in Office of the Chief.

(10) Records Management Survey of DDP/FP Support Division. (new)

25X1 A records management survey will be conducted in this area

3. News

25X1 a. presented the Forms Management Orientation Seminar to members of this Staff.

b. Seventy-two percent of Management Staff quota for United Givers Fund has been received from 46% of the personnel.

c. Incinerator is under repair at Records Center.

d. Six members of this Staff attended the monthly IRAC meeting at National Archives.

e. Distributed to all Area Records Officers a filer on uses of Thermofax label paper.

25X1 f. attended a briefing on the DARC (Diebold Alpha-Numeric System) given by representatives of Diebold Inc.

25X1

25X1

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